

HALLOWELL POLICE DEPARTMENT
JOB DESCRIPTION

(Dated: March 12, 2007)

POLICE OFFICER

GENERAL PURPOSE

Performs police patrol, investigations, traffic regulation, and related law enforcement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on an assigned shift performing security patrols, traffic control, investigation and first aid at accidents, crime scenes, detection, investigation and arrest of persons involved in crimes or misconduct.

Works using own judgement in deciding course of action, being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedents.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrol City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving City ordinance violations, misdemeanors, felonies, and other law violations and to otherwise serve and protect.

Respond to emergency and non-emergency radio calls or other transmissions and investigation accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons

ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed or reported during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders.

Prepares cases for giving testimony and testifies in court or hearing proceedings.

Prepares a variety of reports and records including investigation reports, field interrogation reports, OUI reports, bad check reports, vehicle impoundment/inventory form, etc.

Undertakes community orientated police work, and assists citizens with such matters as stalled vehicles, crime prevention, DARE, traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, District Attorney's Office, Chief of Police regarding cases, policies and procedures, as needed and assigned.

Maintains contact with supervisor or the Chief of Police to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies, and facilities.

Maintains contact with general public, court officials, and other City Officials in the performance of police operating activities.

DESIRED MINIMUM QUALIFICATIONS

General:

- A. Must be 21 years of age or older at the time of employment;
- B. Must possess, or be able to obtain by time of hire, a valid State driver's license;
- C. No disqualifying convictions: A disqualifying conviction for which a waiver from the Board of Trustees of the Maine Criminal Justice Academy (MCJA) is required includes the following:
 - 1. Murder;
 - 2. Any Class A, Class B, or Class C crime;
 - 3. Any Class D conviction in the past ten (10) years (including OUI)
 - 4. Any Class E conviction in the past ten (10) years for which the crime is contained in Chapter 15 (Theft), Chapter 19 (Falsification in official matters), Chapter 25 (Bribery and Corrupt practices), or Chapter 45 (Drugs) of the Maine Criminal Code, Title 17-A, MRSA, or;
 - 5. Any other conviction of a crime or crimes under the laws of the United States or any other state that prohibits the same unlawful conduct described above.
- D. Disqualifying conduct, regardless of whether the applicant was charged or convicted, for which a waiver from the Board of Trustees (MCJA) is required includes the following:
 - 1. Murder;
 - 2. Any Class A, Class B, or Class C crime;
 - 3. Conduct specified in 1 or 2 above in another state or jurisdiction.
- E. U.S. Citizen;
- F. Must be able to read and write the English language;
- G. Must be of good moral character.

EDUCATION AND EXPERIENCE

- A. High school diploma or equivalent (GED). Have taken the ALERT test and obtained a passing score. Have successfully completed the MCJA 100-hour pre-service training course.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITY

- A. The ability to learn modern law enforcement principles, procedures, techniques, and equipment;
- B. Some skills in operating and using the tools and equipment listed below;
- C. Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisor; ability to exercise sound judgement in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

SPECIAL REQUIREMENTS

- A. Must possess or be able to obtain by the time of hire, a valid State of Maine Driver's license.
- B. Ability to meet the Maine Criminal Justice Academy physical requirements for non full-time Maine Criminal Justice Academy graduates.

SELECTION GUIDELINES

Formal application; review of education, military or prior law enforcement experience. The applicant must have taken and successfully completed the MCJA Alert test and received a passing score and the 100 hour pre-service course is preferred. There will be physical assessment test (MCJA requirements), oral interview; background check; psychological examination; polygraph; Chief's interview; final selection. Certified full-time Maine Criminal Justice Academy graduates may be exempt from some of the above-mentioned testing.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar, handgun, and other weapons as required, handcuffs, ASP, O.C. Spray, telephone, computers, flashlight, and any other equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, use hands and fingers, handle or feel objects, tools or controls, reach with hands, arms climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and exposed to wet and/or humid conditions, fumes or airborne and bloodborne pathogens, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Authority: 
Chief Eric L. Nason

Effective Date: March 13, 2007

Revised: September 10, 2012